

For: Oregon County Offices

CRP Signup Training

Approved by: Larry Frey, State Executive Director

Larry E. Frey

1 Overview

A Purpose

To inform participants of the CRP Signup Training to be held the week of March 31, 2003.

To obsolete OR Notice GEN-102.

B Background

This training session is to update COF staffs, who administer the Conservation Reserve Program (CRP), with new standard CRP program procedures, environmental compliance needs, and software, including PC based eligibility determinations.

Training will be staggered and held in 2 different locations on March 31 to April 3, 2003 to facilitate the maximum use of limited computer equipment. Each participant is mandated to have hands on training on the use of the PC based eligibility software.

Policy training will be held at the Courtyard Marriott in Tigard. The hands on software training will be at the STO Training Room.

Counties who are at or over the 25% cropland limit or anticipated to have no standard signup were excluded from this training we wanted to keep the hands on training sessions small so that each trainee can receive a greater amount of individual instructor attention.

A one day training session on CCRP and Environmental Policy will be held at the district level for those who were not included in this general session. The dates and locations are to be determined.

Disposal Date:

May 1, 2003
3/10/03

Distribution:

Oregon County Offices,

2 Training Information

A Meeting Locations

The Oregon FSA State Office is located at:

7620 SW Mohawk Street
Tualatin, Oregon 97062

The Courtyard – Marriott hotel is located at:

15686 SW Sequoia Parkway
Tigard, OR 97224
(503) 684-7900

B Training Participants

Due to equipment limitations, training will be limited to 15 people per session. Therefore, a tightly structured schedule will have to be followed. Participants will be split into three groups (1, 2, and 3) of no more than 15 each.

Below are the authorized number of attendees and their group #.

Group 1	Group 2	Group 3
Baker – 2	Gilliam – 2	Clackamas – 2
Grant – 2	Klamath – 2	Deschutes – 1
Malheur – 2	Jackson – 1	Marion – 2
Morrow – 2	Lake - 1	Polk – 2
Umatilla – 2	Lane – 1	Wasco – 1
Union - 2	Linn – 2	Yamhill – 1
Wasco – 1 (CED)	Wallowa – 2	COT
Deschutes – 1 (CED)	Washington – 2	DD Block
DD Newhouse	DD Bush & COR	
Total 15	Total 15	Total 11

Group 3 will report on Monday at 8:00 AM at the STO. Group 3 will be done by 5 PM on Wednesday. Group 3 is authorized to travel on Sunday, if necessary.

Group 1 and Group 2 are to report on Tuesday at 8:00 AM at their respective locations. Group 1 & 2 will be done by 5 PM on Thursday. Group 1 and 2 are authorized to travel to Tualatin on Monday.

Linda Weiler is authorized to travel to STO on Sunday.

NOTE: Follow standard travel regulations when determining if you are eligible to utilize overnight lodging.

2 Training Information, Continued

C Training Schedules

Training Topic	Monday	Tuesday	Wednesday	Thursday
Software Hands On (At STO)	Group 3	Group 2		Group 1
CCRP & Misc. Policy (At hotel)		Group 1 & 3		Group 2
Standard Signup (At hotel)			All Groups	

We will start at 8 AM each day.

D Lodging and Hotel Information

A block of room has been reserved at the Courtyard Hotel under “USDA CRP Training”. Participants will be responsible for making his or her own room reservation as soon as possible.

Each participant that will be utilizing local lodging is required to provide their completed tax exempt form when checking in.

The Courtyard has a refrigerator, a microwave, and satellite television in each guest room. It's located 9 miles south of downtown Portland and within easy access to shopping and other activities. Addition information about the Courtyard can be obtained from their website or from DD Newhouse or Bush.

E Mileage and Per Diem

Government vehicles should be used for travel when available. Mileage is authorized for all employees. Carpooling is encouraged. Per Diem rates for the training meeting are shown in the following table:

Location	Maximum Lodging	Meals and Incidental Expenses	Total
Washington County	\$59	\$42	\$101

3 Contacts

A District Directors

Direct questions about authorization for attendance, travel, and other similar matters to your DD.

Transferring between groups will require DD approval with concurrence from Lois Loop and subject to someone else being willing to trade.

3 Contacts, Continued

B STO Contacts

Contact Pam Shelton for questions concerning travel documentation and regulations or recording your training session.

Contact Lois Loop if you have questions regarding the training.

4 Action

A Items to Bring

Participants shall bring their own writing implements, notepads, and the new 2-CRP (Rev. 4) handbook, if released prior to March 31, 2003.

Persons with disabilities who require accommodation to attend or participate in this meeting should contact Lois Loop at (503) 692-3688 Ext. 223 (Voice) or Federal Relay Service at 1-800-877-8339 (TDD) or by e-mail at Lois.Loop@or.usda.gov by March 17, 2003.